

**Massachusetts Department of Environmental Protection
Bureau of Resource Protection
Division of Municipal Services
Drinking Water State Revolving Fund (DWSRF)
2014 Project Evaluation Form**

PWS ID #:

Instructions to Applicant

The Massachusetts Drinking Water State Revolving fund provides low cost financing to help community public water suppliers comply with federal and state drinking water requirements. The purpose of the Drinking Water SRF Project Evaluation Form (DW PEF) is to enable MassDEP to prioritize for funding assistance projects that address the most serious risk to human health, that are needed to ensure compliance with the Safe Drinking Water Act, and address drinking water systems most in need based on state affordability criteria.

In completing the 2014 DW PEF, applicants are expected to use the 2014 DW PEF Instruction and Guidance document found on the MassDEP State Revolving Fund website:

(<http://www.mass.gov/eea/agencies/massdep/>).

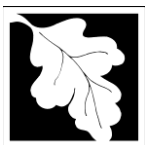
For 2014, MassDEP has developed a new project scoring system that is very different from those used in previous years. The new simplified system links SRF funding with other Drinking Water Program components such as Sanitary Surveys, Monitoring Reports, and Compliance and Enforcement actions.

The main difference between the scoring system used in previous years and the new system is the new scoring system uses a Tier System to identify those projects that will address the greatest public health need. The Department will categorize each incoming PEF proposal into one of five Tiers; each having a set point value. A detailed description of the various Tiers can be found in the Instruction and Guidance document; however, in general terms:

- *Tier I projects have the highest point value and are those proposing to correct a serious existing problem with the water supply or addresses water supply issues that are showing evidence of becoming serious and will likely exceed a standard or compromise the use of a water supply if not corrected.*
- *Tier II projects are those projects being undertaken to prevent a potential serious threat to a major water system component.*
- *Tier III projects are those undertaken to address exceedances of Secondary Maximum Contaminant Levels (SMCL) that compromise the potability of a water supply if not corrected.*
- *Tier IV projects are those proposing to upgrade/rehab/replace water supply infrastructure components that are approaching or have passed their planned useful life-cycle; and*
- *Tier V projects are projects that while important, will not lead to an immediate loss of the water supply if not immediately completed.*

As with the scoring criteria used in past years, secondary factors such as affordability, population, energy savings, sustainable development, and watershed management enhancement will also be given priority under the new criteria system. Priority also will be given to projects proposing innovative technologies to address water-quality issues. However, the Tier System is designed such that even if a project qualifies for the maximum amount of secondary factor points, the project cannot be elevated to a higher Tier.

The PEF presentation of the project has also changed this year to accommodate using this new Tier system approach. The new procedure is for the proponent to present a detailed narrative discussion of the project addressing a set list of issues needed to properly Tier classify the project. To do this, the PEF must include relevant documentation to support those claims presented in the narrative. Finally, a limited number of Supplemental Adjustment Rating Criteria will be applied to adjust a projects score. These score adjustments address specific regulatory requirements and will provide some score separation for projects within the same Tier rating.



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Part I - Applicant and Project Identification and Certification

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Local Governmental Unit (LGU)/Public Water System (PWS)

LGU/PWS Name

Federal Employer Identification Number

Mailing Address:

Street Address

City

State

Zip Code

Telephone Number

Fax

E-mail address

2. LGU/PWS Authorized Representative

Name

Title

Mailing Address if different from 1 above:

Street Address

City

State

Zip Code

Telephone Number

Fax

E-mail address

3. LGU/PWS Contact Person (if different from item 2)

Name

Title

Mailing Address:

Street Address

City

State

Zip Code

Telephone Number

Fax

E-mail address

4. Engineer or Consultant Firm

Firm/Agency

Federal Employer Identification Number

Contact Person

Mailing Address:

Street Address

City

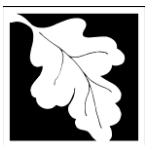
State

Zip Code

Telephone Number

Fax

E-mail address



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Part I - Applicant and Project Identification and Certification (cont.)

5. Project Identification

Identify the project for which you are seeking financial assistance. Please note an important change from previous years: Only one project may be submitted in a PEF document. If you have multiple projects, then you must submit a separate PEF for each project. A single site, multi-year project, such as the construction or upgrade of a treatment plant, will still be funded in its entirety as a single project and rated in a single PEF. Water main projects phased over multiple years will also require multiple PEF submittals.

Name of project as it would appear on the IUP: _____

River Basin within which the project is proposed: _____

1. Will the project duplicate existing treatment or supply already available at a similar cost within the relevant region? If yes, please provide an explanation in the narrative. ☐ Yes ☐ No

2. Will the project have any potential negative impacts to water quality, water quantity, or public health? If yes, identify and describe in the narrative the extent of the impacts and assess to what extent any such negative impacts outweigh the project's environmental and/or public health benefits. ☐ Yes ☐ No

An affirmative answer to either of the two above questions could disqualify the project from review.

6. Certification

To the best of my knowledge and belief the information provided on this form and the accompanying forms and attachments is true, correct, and complete; and I am authorized to file this form on behalf of the below-named Public Water Supplier.

Local Governmental Unit/Public Water System

Typed Name

Title

Signature

Date

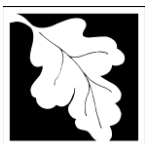
Part II - Project Schedule and Costs

1. Project Status and Schedule

Indicate projected dates in mm/dd/yy format. For steps already accomplished, follow the date with the letter "A" to indicate an actual date.

	Start	Finish
Planning	_____	_____
Engineering/Design	_____	_____
Construction/Implementation	_____	_____

Is this proposed project subject to MEPA review? ☐ Yes ☐ No



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Part II - Project Schedule and Costs (cont.)

If yes, provide an approximate date the MEPA ENF submittal will be made.

Date

2. Project Costs

State estimated cost in \$1000s for the Construction/Implementation stage of the project:

		Total Cost	Eligible Cost
Provide a detailed breakdown of the estimated technical (construction services) and construction costs. Use an ENR Index of 8795. If available, provide a completed engineer's estimate for each construction contract.	Construction	_____	_____
	Contract No. _____	Start date: _____	End date: _____
	Contract No. _____	Start date: _____	End date: _____
	Contract No. _____	Start date: _____	End date: _____
	Total Construction:	_____	_____
	Construction Contingency at 10%:	_____	_____
	Construction Services:	_____	_____
	Police Traffic Detail:	_____	_____
	Total:	_____	_____

3. Local Funding Authorization

Identify the governing body empowered to commit funding: _____

Identify the type of action required to authorize funding: _____

Has local funding been authorized? (Y/N): ☐ Yes ☐ No If yes, attach copy of appropriate document

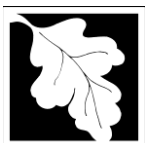
If no, planned date for authorization: _____

Date

4. Other Assistance

Are you seeking, or have you been awarded, a loan and/or grant from another program for this project or a portion thereof?

Loan/Grant Program	Type of Assistance	Amount Requested	Amount Received
Federal	_____	_____	_____
State	_____	_____	_____
Regional	_____	_____	_____
Private	_____	_____	_____



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Part II - Project Schedule and Costs (cont.)

Other _____

Part III - Project Narrative and Documentation

Please refer to the Instruction & Guidance section before completing this section. As noted in Section 1, for 2014 MassDEP has developed a new project scoring system that will require placing project proposals into one of the five Tier categories. In choosing the appropriate Tier category, MassDEP will rely heavily on the narrative and documentation you provide in this section. Assigning your proposed project to the appropriate Tier requires you provide both a comprehensive narrative discussion and proper documentation to support claims in the narrative.

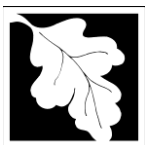
The narrative must include a discussion of each of the following topics and preferably in the order presented. The Department expects the narrative to be written similar to an Executive Summary. We anticipate the narrative (without attachments) to be about 5 pages in length, but not more than 10 pages.

- A detailed discussion of the problem to be solved by the project.
- A detailed discussion of the severity of the existing public health issues due to the problem.
- The total system population affected by the project, and how the affected population is calculated.
- A discussion of all interactions with regulatory bodies pertaining to the problem, including the need to comply with existing enforcement orders or sanitary survey requirements
- A detailed discussion of the work to be completed.
- A description of the relative importance of the component(s) involved.
- A description of the energy efficiency measures, if any, to be implemented and anticipated energy savings.
- A description of the back-up systems currently in place to replace the component(s) on a temporary or permanent basis.
- A description of all the planning efforts performed in arriving at the recommended plan.
- A discussion of other options considered, including the "no action" option.
- A discussion of the status of the implementation process that currently exists.

The narrative must be supported by documentation that supports any claims made related to the project, including any enforcement actions. Any existing engineering or planning report should be attached to the hard copy of the PEF. If the report exceeds 25 pages, please submit the report electronically as a PDF version. DO NOT insert the PDF into the body of the PEF.

1. Based on the Tier descriptions presented in the Instruction and Guidance document, what Tier do you believe best characterized your project? ☐ Tier I ☐ Tier II ☐ Tier III ☐ Tier IV ☐ Tier V
2. Does the proposed project address serious existing water quality and/or treatment technique issues? If yes, attach the appropriate water quality monitoring results from ☐ Yes ☐ No the last 18 months.
 - a) Does the water quality monitoring results show an exceedance of a state or federal water quality allowable limit*? ☐ Yes ☐ No
 - b) Has the state or federal water quality limit been greater than or within 80% of the state or federal water quality allowable limit in over half of the samples taken within the past 18 months? Or has the running annual average (RAA) exceeded 80%? ☐ Yes ☐ No

* "Allowable Limit" refers to MassDEP, MCL, MRDL, Action Level, or ORSGL as applicable.



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Part III - Project Narrative and Documentation (cont.)

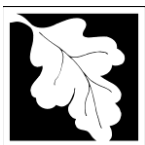
3. Does the proposed project address deficiencies found during a sanitary survey or other MassDEP documented actions? If yes, attach the applicable section of the survey. ☐ Yes ☐ No
4. Check list: Please indicate if any of the following are attached to your PEF application.
- ☐ Emergency Response Logs
 - ☐ Emergency Repair Logs
 - ☐ Enforcement Documentation
 - ☐ Engineering Report
 - ☐ Hydraulic Study
 - ☐ Inventory Report (include life expectancy of components)
 - ☐ Leak Detection Reports
 - ☐ Master Plan (excerpts)
 - ☐ Photos of tuberculated pipe or pipe coupons
 - ☐ Renewable Energy Feasibility Study
 - ☐ Sanitary Survey Report (applicable sections)
 - ☐ Tank Inspection Report
 - ☐ Water Quality Results

Other (please list):

Part IV - Supplemental Adjustment Rating Criteria

1. Population affected by the project (as justified in the narrative):

2. Energy Efficiency:
- Do you have an audit or feasibility study for the energy components? ☐ Yes ☐ No
3. Renewable Energy:
- Do you have a feasibility study for the proposed renewable energy? ☐ Yes ☐ No



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Part IV - Supplemental Adjustment Rating Criteria (cont.)

4. Does the system's service area have a median income of \$51,607 or less? (That is, 80% of the 2006-2010 State Median Household Income (MHI) of \$64,509.) ☐ Yes ☐ No

To answer this question, proponents may use the MHI prepared by the US Census Bureau for the most appropriate city, town, or census designated place. If the service area includes more than one such designated MHI area, a weighted overall average based on population served in each of the covered MHI areas times the MHI for that area plus the same for any other such area, and divided by the total number served, shall be used to calculate the combined MHI.

Alternatively, applicants may provide a service area specific MHI from an independent income survey covering the service area, provided that said independent survey is no more than eleven years old at the time of the application.

5. Will the rates to the end users, after implementation of the project, exceed 1% of the median household income of the service area? ☐ Yes ☐ No

If so, indicate which range below best describes the resultant rate. Provide supporting documentation of current residential rates.

☐ Resultant rate greater than 1.75% of MHI.

☐ Resultant rate 1.5% to 1.749% of MHI.

☐ Resultant rate 1.25% to 1.499% of MHI

☐ Resultant rate 1.0% to 1.249% of MHI

6. Does the project consolidate or restructure a PWS to eliminate a public health problem or capacity development problem? ☐ Yes ☐ No

Is the applicant restructuring or otherwise preparing to consolidate with or take over operation of one or more other systems? ☐ Yes ☐ No If yes, how many? _____

What is the reason for each proposed consolidation/takeover? (Please include justification in the narrative.)

7. Is the project needed to ensure compliance with an existing federal or state court or administrative order as of August 31, 2012? ☐ Yes ☐ No

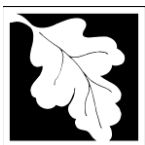
If yes, please note the date of the order and describe the order and how the project will allow the system to comply in the narrative.

8. Is the project needed to come into or maintain compliance with 310 CMR 22.00, the SDWA, or other required or related federal or state permit or approval, including the Department's approval of a new drinking water source? ☐ Yes ☐ No

If yes, please state the compliance need and describe how the project will enable the system to come into or maintain compliance in the narrative.

9. Do you have a MassDEP approved source water protection plan? ☐ Yes ☐ No

10. For informational purposes only, is the system operating under a capital improvement, asset management, or other plan? If yes please identify the plan ☐ Yes ☐ No and when it was last updated.



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Part IV - Supplemental Adjustment Rating Criteria (cont.)

11. Does the project include any of the "new technologies" approved by the MassDEP Drinking Water Program since 2008 (see <http://www.mass.gov/eea/agencies/massdep/>)? ☐ Yes ☐ No

Thank you for completing this Project Evaluation Form. Please take a few moments to ensure that you have followed the following steps:

- **Review all questions to make sure that you have answered all that are relative to your project and that you have provided documentation of the nature and extent of problems.**
- **Supply relevant sections of planning documents that support your project approach or technology.**

Please submit two copies of the Project Evaluation Form (one paper and one electronic copy on CD) not later than noon on **xxxx xx**, 2013 to:

John Felix, Deputy Director
MassDEP Municipal Services
One Winter Street, 6th floor
Boston, MA 02108